



CATHOLIC DIOCESE  
OF DALLAS



# SENIOR DIRECTOR OF MINISTRIES

February 27, 2021

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



# BACKGROUND

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The Diocese of Dallas currently encompasses an area of 7,523 square miles stretched across Dallas, Collin, Ellis, Fannin, Grayson, Hunt, Kaufman, Navarro, and Rockwall Counties. Its 74 parishes, 37 Diocesan Catholic Schools serve approximately 1.3 million Catholics and a larger North Texas community of more than four million people.

The Diocese of Dallas was established in 1890 and formerly encompassed a 120,000 square mile area spreading from Texarkana to the Panhandle, and El Paso, Culbertson, and Hudspeth Counties. Over time, the Dioceses of El Paso, Lubbock, Amarillo, Tyler, and Fort Worth were carved out of the Diocese of Dallas.

The Diocese is led by Bishop Edward J. Burns, (<https://www.cathdal.org/bishop>) the eighth bishop of the diocese

**Job Title:** Senior Director of Ministries

**Reports To:** Chief Operating Officer

**Location:** Dallas, TX – Catholic Center

# OVERALL RESPONSIBILITY

The Senior Director of Ministries reports to the Chief Operating Office and is a member of the Senior Staff. The departments/ministries that fall under this position with a direct reporting relationship specifically include: Catholic Social Ministry, Lay Formation & Family Ministry (which includes Marriage Ministry), Evangelization, Youth & Campus Ministry, and Pastoral Cultural Ministry.

## Essential Duties and Responsibilities

- Oversees the activities of the Synod for the Diocese of Dallas.
- Provides leadership and guidance to the above Ministries
- Supports the efforts of these Ministries (individually and collectively) to better serve and support the parishes and schools to meet the needs of the growing and diverse Catholic population
- Motivates and initiates old and new ways of outreach to the faithful.
- Works with the Ministry Directors to facilitate common goals and objectives and assures that these are incorporated into the priorities for each department
- Provides leadership as mentor and facilitator to create synergy among the Ministries for collaboration
- Provides direction and support to the individual Ministry Directors in problem solving, setting department goals and implementation of these goals for the Diocese
- Establishes efficiency, effectiveness and measurements of success for each Ministry
- Works in collaboration and partnership with other members of the Senior Staff to assure consistency, set priorities, manage workloads, and create efficiencies
- Responsible for the oversight of various types of communications and Catholic publications as they pertain to Ministries, to include but not limited to: Television, Radio, Advertisements, Pastoral Letters, live stream Masses, website development/maintenance, Texas Catholic/La Revista
- Oversees integration of task forces and lay involvement
- Maintains relationships with pastors, pastoral associates and parish administrators. Supports their needs through various programs that the department can offer
- Oversees the budgets of the Ministries in collaboration with the respective Directors
- Interfaces with parishes to provide collaboration, development as needed in the Collections, Mission Appeal and Parish Engagement
- Supervises and evaluates Ministry Directors and staff as well as provides staff development

- Initiates and implements programs of evangelization outreach during Advent and Lent
- Lay participation councils:
  - Oversees the point person of each council;
  - Verifies the frequency of the meetings and the proper rotation of board members
- Other duties as assigned.

## Knowledge, Skills and Abilities

- Practicing Catholic grounded in Catholic theology and its application in pastoral ministry
- Strong strategic and leadership skills
- Strong administrative skills from a managerial perspective
- Must be a strong change agent
- Must have managerial courage and be a creative thinker
- Collaboration and team building skills in working with multiple staff and group settings

## Education & Experience

- Master's Degree in relevant field
- A minimum of 15 years or more in pastoral ministry within a parish and/or diocesan context

# Other

**Salary:** Commensurate with background, education and experience.

**Application Deadline:** **April 30, 2021** (Note: We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)

For consideration, please email resume to:

Brent Morton  
Vice President  
Catholic Recruiter Associates  
Brent@CatholicRecruiter.com

**Note:** *Only those selected for an interview with the search committee will be contacted*

Search managed by:

**CATHOLIC RECRUITER ASSOCIATES**

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